Harford County Road Closure and/or Traffic Assistance Request Application
Instructions/Procedures

- Applications for County Road Closures must be submitted at least **60 days** prior to the event.

- The application must be accompanied by a detailed map, and Traffic Control Plan, and be submitted to the Harford County Traffic Engineer's Office.

- The Traffic Engineer's Office will review the application, map and detailed traffic plan and determine whether the road closure is safe/practical. If the application is denied, the applicant will be notified by the Harford County Traffic Engineer's Office. If the application is approved by the County, it will then be forwarded to the Harford County Sheriff's Office Traffic Unit Supervisor. If approved by both entities the applicant will be notified by the Harford County Traffic Engineer's Office. If law enforcement assistance is requested the applicant must contact the Harford County Sheriff's Office Traffic Unit directly to coordinate the event. Mere submission of an application does not fulfill this requirement. A copy of any approved application that includes a State road will be forwarded to the Maryland State Police Bel Air Barrack for notification.

Things to consider when applying for a road closure.

- Can I have the event at another location and not inconvenience citizens and the motoring public? Many events can be held on private property (tracks, golf course cart paths, parking lots, sidewalks, etc.), in parks, or on school property with approval from the permitting authority for its' use.

- Do I need to close the road? If you obey all Maryland laws and County codes, rules and regulations and you are not disrupting traffic YOU DON'T NEED TO CLOSE THE ROAD.

- Have I selected a safe location? Think about traffic flow, curves, line of sight, speed limit for roadway selected, number of intersections affected, day of week and times. These and many other traffic safety related issues along with the amount of manpower needed to safely have the event are all factors that are considered when approving or denying an application.

Creating a Traffic Control Plan (TCP)

The TCP should specifically address how the event sponsor will:

1. alter normal traffic flow

2. provide for the safety and needs of event participants

3. utilize uniformed police officers (TCP should include an estimate of the number of officers needed)

4. utilize Harford County DPW equipment needed

5. provide adequate parking

   The TCP shall also include a route narrative explaining the direction of travel, lane/road closures, rest stops, etc. For racing events, uniformed police officers or acceptable traffic control barricades are required at each signalized or STOP sign controlled intersections.

Upon receipt of an approved permit the event sponsor shall advise the general public and local emergency services of pertinent details (road closures, detours, times and duration). The event must comply with the route, number of participants, date(s), and times specified. Also, the sponsor must insure that the TCP is followed as submitted.

Contacts:

Harford County Traffic Engineer	Harford County Sheriff's Office Traffic Division
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